

Open your FermiWorks Inbox.

Click the **Self Evaluation: 2015 – Performance Review** Action.

Click **Go to Guided Editor**.

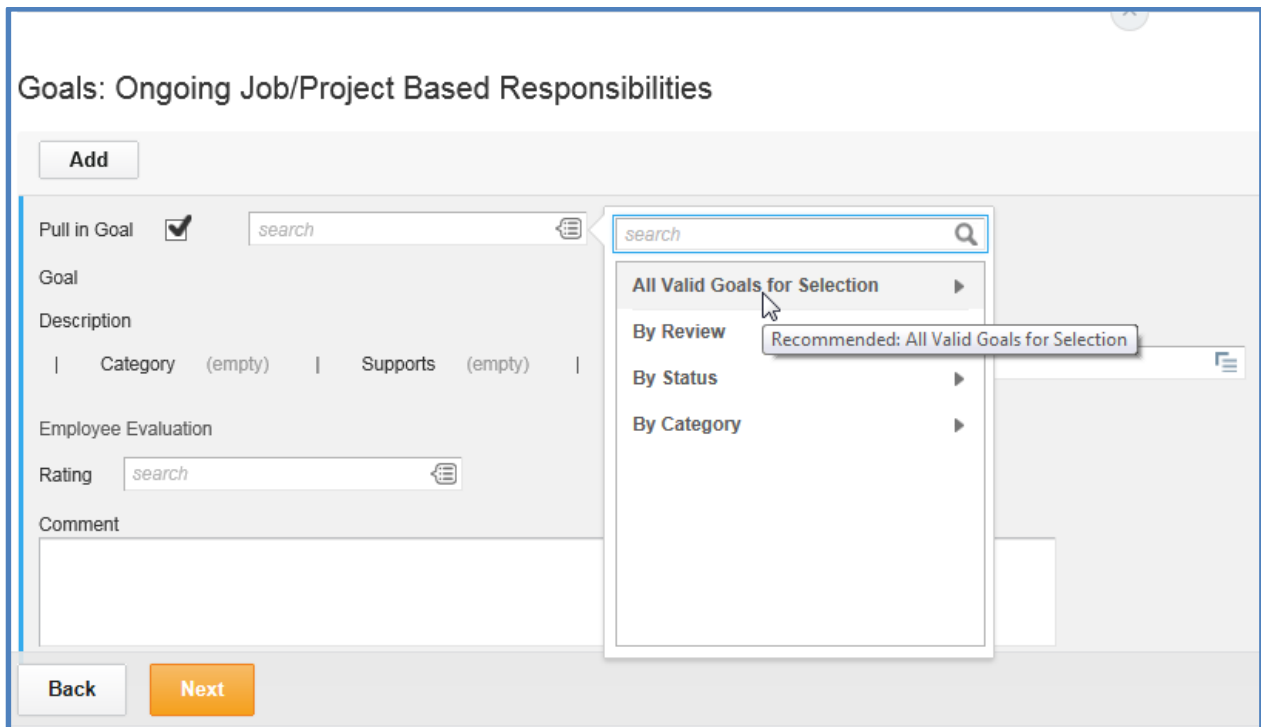
Ongoing Job/Project Responsibilities Section

If not all goals display, check the **Pull in Goal** checkbox.

Click **Add**.

Check the **Pull in Goal** checkbox.

Click **All Valid Goals for Selection**.



Goals: Ongoing Job/Project Based Responsibilities

Add

Pull in Goal ☒ search

Goal

Description

| Category (empty) | Supports (empty) |

Employee Evaluation

Rating search

Comment

Back **Next**

search

All Valid Goals for Selection





By Review Recommended: All Valid Goals for Selection

By Status

By Category

Double click the goal to pull in.

Update the following fields for each goal:

-  **Category**
-  **Date Completed.** The Date Completed must match the Completion Date.
-  **Status**
-  **Comment**







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Complete Your Self Evaluation
06.01.2015

The **Employee Evaluation** is optional. Here are the categories for the Employee Evaluation field:

RATING	DEFINITION
Does Not Meet Expectations	Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).
Meets Minimal Expectations	Performance leaves room for improvement. Requires either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.
Fully Competent	Good, solid performance. Fulfills all position requirements and goals.
Commendable	Good, solid performance. Fulfills all position requirements and goals and <i>may</i> , on occasion, generate results above those expected of the position.
Excellent	Excellent performance that consistently generates results above those expected of the position. Contributes in an excellent manner to technical and functional innovations.
Outstanding	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.

To add additional goals, refer to the document *Complete Your Self Evaluation – Add Additional Goals*.

These sections are optional:

-  **Competencies - Core Section**
-  **Management Competencies (For Managers Only)**
-  **Accomplishments Section**
-  **Career Development Section**
-  **Overall Rating Section**
-  **Summary**

Click **Submit** to close each section.



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The self-evaluation is sent to your manager to review after you click **Submit** on the Summary section.